

Course Name	: Principles of Management (MGMT260)
Term:	: Spring 2025
Program	: Undergraduate - Paseka School of Business
Delivery:	: On-Campus
Date:	: Thursdays 10h30 -11h45 (am)
Credits	: 3.0
Professor	: Ethel Abe
Office:	: CB-107
On Campus Office hours	: Mondays & Wednesdays (13:00-15:30) : Thursdays (12:00-13:30) : Use this address to make : an appointment: MAKE APPOINTMENT
Email	: ethel.abe@mnstate.edu

COURSE OVERVIEW

This Principles of Management course is designed to cover the learning needs of students who want to understand the role and scope of management in contemporary business environment. Examples and illustrations of how concepts work in the real world will be used to equip students to understand both traditional and non-traditional management roles in an integrated manner. Students will have the broadest possible perspective of management in profit seeking businesses and non-profits; large corporations and small businesses; manufacturers and small businesses; and international and United States business situations.

In summary, students will develop insights into successful planning, organizing, directing, staffing, and controlling an organization and its employees, upon completion of this course.

COURSE LEARNING OUTCOMES

When you complete this course, you will be able to

- i. Identify the key skills to recognize and solve management problems and achieve organizational goals. Explain the four primary functions of management
- ii. Explain the unmet and unarticulated needs of companies, to determine how managerial needs will affect all elements of companies. Apply current management theories and practice.
- iii. Explain how to write an effective business plan.
- iv. Discuss the process of management and the evolving ways of thinking about the world that are critical to managers. Critique factors influencing ethical behavior

Tentative Schedule

PART 1: INTRODUCING MANAGEMENT

Chapter 1: Managing and the Manager's Job

Roles and Skills and the New Workplace

Chapter 2: Traditional and Contemporary Management Perspectives

PART 2: THE ENVIRONMENTAL CONTEXT OF MANAGEMENT

Chapter 3: The Organization's Environment and Organization's Culture

Chapter 4: Managing Ethics and Social Responsibility

Chapter 5: Navigating the Global Environment

PART 3: PLANNING

Chapter 6: Basic Elements of Planning and Decision Making

Chapter 7: Managing Strategy and Strategic Planning

Chapter 8: Managing Decision Making and Problem Solving

Chapter 9: Managing Start-ups and New Ventures

Week 9: Mid-Semester Exam

PART 4: THE ORGANIZING PROCESS

Chapter 10: Basic Elements of Organizing

Chapter 11: Managing Organization Design

Chapter 12: Managing Human Resources

Chapter 13: Organizational Change and Innovation

The Art of Leadership

PART 5: THE LEADING PROCESS

Chapter 14: Basic Elements of Individual Behaviour in organizations

Chapter 15: Managing employee Motivation & Performance

Chapter 16: Managing Leadership & Influence Processes

Chapter 17: Managing Interpersonal Relations & Communication

Week 17: Dead Week

Week 18: Final Exam

METHODOLOGY

- The course comprises of in-class and online activities designed to develop an

understanding of the essential elements of principles of management. I have included a tentative list of topics for your information.

- In this course, I will adopt the flipped classroom model. Here, the readings and assignments will be provided for the class in D2L before the in-class learning. The professor becomes a facilitator of the learning process and will be coaching you in each of the modules. Therefore, the responsibility of learning and completing the tasks assigned to you on time is yours, the student. Self-motivation, resilience, and self-discipline are keys to completing this course. The course design allows you learn from the information provided in class, the assigned readings, case studies, your participation in in-class activities, including group discussions.

Again, the professor is a facilitator of the learning process. YOUR success in this course is MY celebration!

- In-Class and online activities require students to integrate material, solve problems and provide managerial assessments or recommendations. Exams will take place during the times that I will announce. Exam delivery will totally be in-person. **Late submissions will not be accepted.** If students have a conflict with the due date, they must seek an extension **at least** 72 hours prior to the due date. Please note that a request for an extension **does not automatically result in approval.** Approval will be at the discretion on the professor.
- All makeup exams may be 100% essay exams; they will not be identical to exams taken by the class during regularly scheduled exam periods. The professor reserves the option of assigning the student a 100% comprehensive final exam to take the place of any missed exam/makeup exam.
- Effective and productive online communication between students and the professor is necessary. The following bullets show the rules of the game regarding communication to maximize the productivity of our time:
 - Students are responsible for all information presented online – in each Module. If a student must miss time during the semester, it is their responsibility to inform the instructor- **in advance** – for the absence to be considered excused. Please note this consideration will only be approved on emergency situations.
 - Students are asked to respect the right of others to present their views based on their own cultural backgrounds.
 - Students are asked to commit an appropriate amount of time each week for completion of course work.
 - Students are asked to provide the professor with continuous feedback regarding this course. This may be done in written form, or directly with the professor. The goal is to continuously improve this course for current and future students
 - The communication channel for any concern (i.e., doubts about assumptions or the best way to solve a problem, asking for hints) is in the classroom. When necessary, I will open discussion boards to answer your questions. You may also send me an email.
- My email (ethel.abe@mnstate.edu) is the appropriate communication channel for any reason. You must use your school email in the process of any communication with the professor. Informing about a student traveling, missing a deadline for submission, or addressing your performance are examples of such communication.

EVALUATION

I specify the assessment policy for this course in the following paragraphs. Please read them carefully since I will make **no exceptions** in the interest of fairness to all students. Students are evaluated based on their performance in class attendance, assignments, two exams, and class participation. The point distribution is as follows:

- Class Attendance and Participation 200
- Case Activity and Assignment 100
- Self-Assessment/Learn it 100
- Decision: Why Does... Matter? /You Make the Decision 100
- **Total Points: 500**

GRADING CRITERIA

Your work in all the units represents 80 percent of the grade. Midterm and final exams represent 20 percent, each examination is 10 percent.

Letter Grade Percentage GPA

A+ 97-100% 4.0

A 93-96% 4.0

A- 90-92% 3.67

B+ 87-89% 3.33

B 83-86% 3.0

B- 80-82% 2.67

C+ 77-79% 2.33

C 73-76% 2.0

C- 70-72% 1.67

D+ 67-69% 1.33

D 63-66% 1.0

D- 60-62% 0.67

F 0-59% 0.0

MISSION/VISION STATEMENTS

- **Paseka School of Business Vision Statement:** The Paseka School of Business is committed to promoting social mobility among our students by providing a transformative educational experience that equips them with the knowledge, skills, and experiences needed to succeed in the business world.
- **Paseka School of Business Mission Statement:** The Paseka School of Business is committed to promoting social mobility among our students by providing a transformative educational experience that equips them with the knowledge, skills, and experiences needed to succeed in the business world.

SCHOOL OF BUSINESS STUDENT LEARNING GOALS

- Exhibit basic knowledge of business principles and processes.
- Write clearly and professionally.
- Prepare and deliver a compelling business presentation.
- Identify and analyze ethical issues in a professional context.

- Demonstrate a basic understanding of a business from a global perspective.

COURSE MATERIAL

In this course, we use the following book with MindTap access and full integration with D2L.

Ricky W. Griffin (2021) Management, 13th Edition. Cengage Books

COURSE COMMUNICATIONS

Students should regularly access MSUM email and the course site in D2L Brightspace for class-related updates and announcements. Please ask about the course-related issues in class. You can ask questions of a more personal nature (i.e., questions regarding your grade) via email.

STUDENT EMAIL CRITERIA

I regard email as a professional means of communication. I expect proper sentence structure, capitalization, correct spelling, and punctuation. Additionally, I expect adequate netiquette in all online communications.

Because I teach multiple courses at the same time, it is helpful for me if you include identifying information in any email you send to me:

1. Include the course identifier MGMT260 in each subject line.
2. Identify your first and last name at the bottom of each email.

INSTRUCTOR RESPONSE TIME

Generally, I check email frequently, Mon-Fri; you can expect a reply within 36 hours on weekdays and 48 hours on weekends. If I plan to be out of town, I will post a note in the course site Announcements area. I might be available online on Saturdays but not on Sundays. Generally, I will provide feedback on the problem sets within seven days of the due date. I will update the online grade book weekly.

If you have any questions about problems or exercises, please use the Q&A Discussions associated with each chapter or ask the professor in the classroom. I will be checking these discussions frequently to answer your posted questions. Your participation in class on generating and / or answering questions will be observed. Feel free to answer another learner's question if you know the answer. The idea is to create a learning community.

PROFESSIONAL CONDUCT / NETIQUETTE

This is an in-person class with some online activity course and you must be aware of proper online behavior and respect for each other. In this course, we will be communicating online with each other regularly. Because written communications are "heard" differently than verbal, please follow commonly accepted netiquette rules (online etiquette).

Use appropriate language for an educational environment:

- Do not use obscene or threatening language.
- Avoid slang and uncommon abbreviations.
- Use proper spelling and grammar.
- Avoid overuse of ALL CAPS.
- Use complete sentences.

OTHER STATEMENTS AND POLICIES

ACADEMIC HONESTY POLICY

Minnesota State System Policy (Board Policy 3.6.1): The University expects all students to represent themselves in an honest fashion. In academic work, students are

expected to present their original ideas and to give credit for the ideas of others. Faculty members have academic freedom, which includes the authority to design and develop materials presented in a course along with deciding how to teach the course. Also, faculty members have the authority to evaluate submissions from students to determine what grade is to be given to each student in the course or on a particular activity. The Honor System is a system that is governed by the students and operates on the premise that most students are honest and work best when their honesty and the honesty of others, is not in question. It functions to prevent cheating as well as penalize those who are dishonest. It is the responsibility of the students to report any violations of the honor pledge to the instructor, honor commission, or the Assistant Dean of Students. Details of honesty procedures may be found here (Academic Honesty Policy at MSU Moorhead (mnstate.edu)) Page 3 of 5

Paseka School of Business 218.477.4646 **T** 218.477.2238 **F** 721 11th Street South, Moorhead, MN 56563

ATTENDANCE STATEMENT

Unexcused test absences may result in a failing grade for the course. Each student is responsible for attending each examination at the appointed time. Any student missing a makeup exam will receive a zero for that exam and will have no further chance for another makeup. Details of attendance policy can be found here (Student Absence Policy at MSU Moorhead (mnstate.edu)).

AMERICANS WITH DISABILITIES ACT FOR STUDENTS WITH SPECIAL NEEDS STATEMENT

Minnesota State University Moorhead (MSUM) is committed to providing equitable access to learning opportunities for all students and strives to make courses inclusive and accessible in accordance with sections 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA). The University will make reasonable accommodations for students with reported disabilities/conditions or barriers. Accessibility Resources (AR) is available to facilitate a range of academic support services and accommodations for students who identify a barrier which hinders their academic experience. If you have a disability/condition or barrier, you can request assistance by contacting AR at accessibility@mnstate.edu (email), 218-477-2167 (voice), or 218-477- 4366 (fax). Once eligibility has been determined, students register with AR every semester to activate their approved accommodations.

Although a student may request an accommodation at any time, it is best to initiate the application process at least four weeks before a student wishes to receive an accommodation. Students may begin the accommodation process by submitting a Request for Accommodations form or contact Accessibility Resources. The Director of Accessibility Resources, Chuck Eade, serves as MSUM's ADA Coordinator for students. He can be reached at Charles.Eade@mnstate.edu. Additional information is available on the AR website: <https://www.mnstate.edu/accessibility>.

VIOLENCE PREVENTION STATEMENT

Acts of sexual violence are intolerable. MSUM expects all members of the campus community to act in a manner that does not infringe on the rights of others. We are committed to eliminating all acts of sexual violence.

MSUM faculty and staff are concerned about the well-being and development of our students. We are obligated to share information with the MSUM Title IX Coordinator in certain situations to help ensure that the students' safety and welfare is being

addressed, consistent with the requirements of the law. These disclosures include but are not limited to reports of sexual assault, relationship violence, and stalking.

If you have experienced or know someone who has experienced sexual violence, services and resources are available. You may also choose to file a report. For further information, contact Kara Gravley-Stack, Dean of Students/Title IX Coordinator, kara.gravleystack@mnstate.edu, 218.477.2391 or Troy Schmidt, Assistant Dean of Students/Deputy Title IX Coordinator; troy.schmidt@mnstate.edu, 218.477.2174; both located in Flora Frick 153. Additional information is available at: www.mnstate.edu/titleix

ANTI-BIAS STATEMENT

Minnesota State University Moorhead has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. Incidents of hate and bias are inconsistent with the mission and values of MSUM.

MSUM acknowledges that it occupies the ancestral land of the Anishinaabe (Ojibwe), Dakota (Sisseton, Wahpeton) and Yanktonai Dakota First Nations. We will strive to build toward better relationship between our university and the indigenous people still present with us. A bias incident is an act of bigotry, harassment, or intimidation that is motivated in whole or in part by bias based on an individual's or group's actual or perceived race, color, creed, religion, national origin, sex, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, or familial status. If you are a student who has experienced or witnessed a hate or bias incident, we want to address the incident and provide you with resources. Contact the Campus Diversity Officer, Jered Pigeon at jered.pigeon@mnstate.edu, 218.477.2047, 114 CMU or the Dean of Students, Kara Gravley-Stack at kara.gravleystack@mnstate.edu, 218.477.4222, 153 Flora Frick Hall. Additional information is available at: <https://www.mnstate.edu/oscar/>

EMERGENCY PREPAREDNESS GUIDE

Building emergency floor plans showing exit routes, severe weather safe areas, shelter in place locations and areas of refuge are conspicuously located in classrooms, labs, conference rooms, departmental main offices, and residence halls. The Emergency Preparedness Guides (flip style booklets) are located in the same areas and available on the [MSUM Public Safety Website](http://www.mnstate.edu/public-safety/). Please review the emergency plans and guide so you know how to respond in an emergency to help protect yourself and others. If you have questions, please contact Ryan Nelson, Director of Public Safety, at ryan.nelson@mnstate.edu or 218-477-5869. <https://www.mnstate.edu/public-safety/>
